



# Radiation Oncology Continuing Professional Development (CPD) Handbook

2023



The Royal Australian  
and New Zealand  
College of Radiologists®

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The Faculty of Radiation Oncology

# Continuing Professional Development (CPD) Handbook

Radiation Oncology

2023

Name of document and version:

Radiation Oncology Continuing Professional Development (CPD) Handbook 2023, Version 1

Approved by:

Faculty of Radiation Oncology Council

Date of approval:

14 October 2022

ABN 37 000 029 863

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Disclaimer: The information provided in this document is of a general nature only and is not intended as a substitute for medical or legal advice. It is designed to support, not replace, the relationship that exists between a patient and his/her doctor.

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## About RANZCR

The Royal Australian and New Zealand College of Radiologists (RANZCR) is committed to improving health outcomes for all, by educating and supporting clinical radiologists and radiation oncologists. RANZCR is dedicated to setting standards, professional training, assessment and accreditation, and advocating access to quality care in both professions to create healthier communities.

RANZCR creates a positive impact by driving change, focusing on the professional development of its members and advancing best practice health policy and advocacy, to enable better patient outcomes.

RANZCR members are critical to health services: clinical radiology is central to the diagnosis and treatment of disease and injury and radiation oncology is a vital component in the treatment of cancer.

For more information, go to [www.ranzcr.com](http://www.ranzcr.com) and follow us on [LinkedIn](#), [Twitter](#) and [Facebook](#).

## Our Purpose

To enable the safe and appropriate use of clinical radiology and radiation oncology to optimise health outcomes for our patients and society.

## Our Values

### Integrity

We maintain the confidence and trust of our stakeholders through our honesty, transparency, and authenticity.

### Accountability

We take responsibility for all our actions, behaviours, performance, commitments, and decisions.

### Inclusivity

We foster an inclusive workplace and clinical environments for people in Australia and New Zealand.

### Innovation

We constantly strive to reimagine excellence in everything we do.

## Code of Ethics

The Code defines the values and principles that underpin the best practice of clinical radiology and radiation oncology and makes explicit the standards of ethical conduct the College expects of its members.

## 1. DEFINITIONS

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In this CPD Handbook:

**College** means The Royal Australian and New Zealand College of Radiologists, being a company limited by guarantee under the Corporations Act.

**Compliance** means ensuring that a member has met the minimum requirements of the CPD program as specified by the MBA/MCNZ.

**CPD ePortfolio** refers to the online platform which members use to record their CPD activities.

**CPD Home** means an organisation that is accredited by the Medical Board of Australia's accreditation authority, the Australian Medical Council, to provide a CPD program for medical practitioners. This organisation may be an education provider, another organisation with primary educational purpose or an organisation with a primary purpose other than education. RANZCR is an accredited CPD home.

**CPD Participant** means an International Medical Graduate who is practicing in Australia on a limited medical registration, provisional medical registration, or general medical registration in an up-skilling capacity.

**Educational Affiliate** means a person specified in the Register as an Educational Affiliate of the College.

**Fellow** means a Member who has been admitted to Fellowship of the College in accordance with these Articles and whose Membership of the College has not terminated for any reason.

**Member** means a member of the College.

## 2. BACKGROUND

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### 2.1 Australian Health Practitioner Regulation Agency (AHPRA) CPD Requirements

The Australian Health Practitioner Regulation Agency (AHPRA) requires that all registered medical practitioners participate in CPD that is relevant to their scope of practice in order to enhance their knowledge, skills and performance to ensure that they deliver high quality and safe care. When renewing their registration all medical practitioners must make a declaration that they have participated in CPD and met the CPD Registration Standard. Further details can be found in the CPD Registration Standard on the AHPRA website at: <http://www.medicalboard.gov.au/Registration-Standards.aspx>

Medical practitioners registered to practice in Australia should also note that AHPRA has commenced randomly auditing medical practitioners to determine whether they are meeting the CPD Registration Standard. Further information about the AHPRA audit can be found at: <http://www.medicalboard.gov.au/Registration/Audit.aspx>. If audited; members must provide evidence of the CPD activities undertaken to meet the requirements of the Board's CPD Registration Standard.

Members are encouraged to keep evidence of CPD activities. These activities can also be stored on the CPD ePortfolio.

## 2.2 Medical Council of New Zealand (MCNZ) CPD Requirements

The Medical Council of New Zealand (MCNZ) requires that all New Zealand Fellows, Educational Affiliates and CPD Participants meet the requirements of an approved CPD program, to receive an annual practicing certificate.

The requirements of the MCNZ include:

- A mix of CPD activities specifically those that involve:
  - Educational activities
  - Reviewing performance and reflecting on practice
  - Measuring and improving outcomes
- A structured annual conversation with a peer, colleague or employer; and
- Cultural safety and a focus on health equity must be reflected in CPD activities

Further details can be found on the Medical Council of New Zealand website at: <https://www.mcnz.org.nz/maintain-registration/recertification-and-professional-development/>. Members are encouraged to keep evidence of CPD activities, these can also be stored in the CPD ePortfolio.

## 3. INTRODUCTION

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The 2023 annual RANZCR Continuing Professional Development (CPD) Program aims to assist participants to structure their ongoing learning in order to meet the requirements of the MBA and MCNZ and maintain currency in knowledge, skills and practice not only in their chosen specialty of radiation oncology, but also in more generic areas associated with the practice of medicine.

The 2023 Annual CPD program recognises a broad range of activities eligible for CPD hours.

### 3.1 RANZCR Principles of CPD

The RANZCR CPD program is based on the following principles:

- CPD provides a framework for directing and framing lifelong learning to uphold professional standards in Australia, New Zealand and Singapore
- CPD encourages quality medical practice for improved patient healthcare
- The CPD program encourages participants to have an annual CPD plan, to learn about and reflect on current trends in the radiation oncology field
- The CPD program is not a provider of education but provides a framework for directing education provided by others and to guide self-directed learning
- The CPD ePortfolio provides a platform to record, demonstrate and substantiate ongoing learning

### **3.2 Mandatory Participation in the RANZCR CPD Program**

As noted in Section 2.1 and 2.2 the completion of Continuing Professional Development (CPD) is a requirement for specialist registration with the MBA and the MCNZ. So that RANZCR Fellows, Education Affiliates and CPD Participants can be compliant with the requirements RANZCR provides an Accredited CPD program, as specified in the RANZCR Articles of Association in Section 3.1.6, Fellows, Educational Affiliates and CPD Participants must participate in and meet the minimum requirements of the RANZCR CPD program or relevant program as specified by the Board from time to time.

Should a Fellow, Educational Affiliate or CPD participant fail to meet RANZCR minimum CPD requirements and have not demonstrated compliance by 31 January the following year, the College will commence action as specified in the CPD compliance policy (Section 3.5).

For more information, please refer to the CPD Compliance Policy available on the RANZCR website at <https://www.ranzcr.com/search/ranzcr-cpd-compliance-policy>

### **3.3 RANZCR Membership and Eligibility to Participate in the CPD Program**

RANZCR is set up as a CPD home for Medical Professionals.

All Fellows, Educational Affiliates and CPD Participants are eligible to participate in the RANZCR CPD program provided they are an active financial member of the College. For anyone who would like to apply to join the CPD program, further information and requirements for membership, please refer to [www.ranzcr.com/college/membership](http://www.ranzcr.com/college/membership)

### **3.4 CPD ePortfolio**

The CPD ePortfolio is the online platform used to enter CPD activities and view compliance to CPD requirements. Members can download certificates (e.g. confirming CPD participation) directly from the CPD ePortfolio. The ePortfolio is mobile friendly, allowing Members to log their CPD activities and upload evidence from a smartphone or tablet. The overall new design will also allow Members to more easily interact with the platform.

The CPD ePortfolio can be accessed via your MyRANZCR portal. The College has several resources available to support Members in using the various functions of the ePortfolio, including short 'how to' guides and video recordings. These can be located directly in the ePortfolio or via the CPD section of the RANZCR website - <http://www.ranzcr.com/fellows/general/cpd-overview>

### 3.5 Key Changes 2021 through to 2023

2021 Triennium	2022 Annual Program	2023 Annual Program
Activities recorded as points	Activities recorded as hours	Activities recorded as hours
Minimum of 50 points per year (within the triennium minimum of 130)	Minimum of 50 hours per year	Minimum of 50 hours per year
Points recorded across 3 of the 7 RANZCR Categories for the triennium	No minimum requirement for hours in each category. Members are encouraged to record hours in each category	<u>25 hours (50%)</u> of hours recorded across <i>Reviewing Performance and Reflecting on Practice</i> and <i>Measuring and Improving Outcomes</i> . With a minimum of 5 hours for each category  <u>12.5 hours (25%)</u> of hours recorded under <i>Educational Activities</i>  <u>12.5 hours (25%)</u> across any of the CPD categories
	Complete a Professional Development Plan	Complete a Professional Development Plan
	New Zealand members to complete a structured annual conversation and activities with a focus on cultural safety and health equity.	New Zealand members to complete a structured annual conversation and activities with a focus on cultural safety and health equity.

## 4. CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENTS

### 4.1 CPD Requirements for 2023

<p>Complete a minimum of 50 hours of CPD per year with the following minimum requirements in the 3 broad categories:</p> <ul style="list-style-type: none"> <li>• <u>12.5 hours (25%)</u> of hours recorded under <i>Educational Activities</i></li> <li>• <u>25 hours (50%)</u> of hours recorded across <i>Reviewing Performance and Measuring Outcomes</i>. With a minimum of 5 hours for each category e.g. 5 hours in Reviewing performance category and 20 hours in measuring outcomes category.</li> <li>• Remaining <u>12.5 hours (25%)</u> across any of the CPD categories</li> </ul>
<ul style="list-style-type: none"> <li>• A Professional Development Plan (PDP) is required to be completed</li> </ul>
<ul style="list-style-type: none"> <li>• All CPD must be relevant to the member's scope of practice and based on their Professional Development Plan (PDP) completed each year</li> </ul>
<ul style="list-style-type: none"> <li>• No CPD hours will be carried across into the succeeding annual cycle</li> </ul>
<ul style="list-style-type: none"> <li>• Structured Annual Conversation (New Zealand members only, see 5.1 below for further information)</li> </ul>
<ul style="list-style-type: none"> <li>• CPD activities with a focus on cultural safety and health equity (New Zealand members only, see 5.2 below for further information)</li> </ul>

Please note members who practice part time, must complete 50 hours of CPD as per the MBA and MCNZ regulations.

Please note activities can only be claimed once per year and in one category.

## 4.2 Professional Development Plan (PDP)

Members are required to prepare a professional development plan (PDP) on an annual basis.

A PDP is a planning document that can guide a member's future CPD and educational activities throughout their career. It ensures a focus on those activities that will provide most benefit to an individual member, based on identified development needs, the identification and integration of professional and personal (non-work) objectives.

Should you require a template to complete your PDP, this can be found in the CPD ePortfolio. The College recognises that many employers require staff to submit PDPs as part of their annual reviews. If members have a PDP with their employer, this can be indicated in the CPD ePortfolio, satisfying the MBA and MCNZ requirements. A copy can be saved in the ePortfolio and must be available as evidence if audited.

Figure 1. Screenshot showing CPD ePortfolio dashboard highlighting PDP

The screenshot displays the CPD ePortfolio dashboard. The top navigation bar includes 'Documents', 'Content', 'Overview of CPD Requirements', 'Reports', and 'All events'. The main content area is titled 'Dashboard' and is divided into several sections:

- Events - Quick Links:** Contains links for 'CPD Activity Entry', 'Revalidation and CPD Reflection Note', 'PDP CPD' (highlighted with a red box), 'CPD Break in Practice Request', 'Multi-Source Feedback (MSF) Tool', and 'Contact the College Form'. Below these links is a 'Create Other Events' section with a dropdown menu and 'MySelf' and 'Someone else' buttons.
- Overview of Goals:** Shows progress for 'Measuring and Improving Outcomes', 'Reviewing Performance and Reflecting on Practice', 'Educational Activities', and 'Total CPD hours' for the period '2022'. It also shows requirements for 'Annual Conversation Requirement' and 'Cultural Competency Requirement' for 'NZ-specific CPD Requirements'.
- My Progress:** Features a bar chart titled 'Total CPD Hours' with a y-axis from 0 to 1.0 and an x-axis for 'CPD Category'. Below the chart is a table showing progress for 'Measuring and Improving Outcomes', 'Educational Activities', and 'Reviewing'.

It is strongly recommended that Members complete their PDP within the first three months of the year to ensure that they are completing CPD activities that are meaningful and allows them to meet the goals set out in their PDP.

## 5. NEW ZEALAND (MCNZ) SPECIFIC REQUIREMENTS

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### 5.1 Structured Annual Conversation

A structured conversation (at least annually) with a peer, colleague or employer about the member's clinical practice is considered an essential component of recertification programs. The intent of this activity is to provide time for the member to reflect on their development needs, their goals for learning and professional activities and their intentions for the next year. Members are encouraged to use the information they have obtained undertaking activities across the three types of CPD to inform this conversation.

It provides an opportunity to receive constructive feedback and share best practice. It may also give members the opportunity to explore their satisfaction in their current role, self-care and any health and wellbeing issues so they are able to adjust their practice accordingly, set performance targets for the future, and consider longer-term career aspirations. (MCNZ document *Recertification requirements for vocationally-registered doctors in New Zealand* Nov 2019).

The CPD ePortfolio has an annual conversation template which can be used by members. The College is aware that many employers undertake annual performance reviews (or similar) for their staff. If members already have an annual review or conversation with their employer, they will be able to indicate this in the CPD ePortfolio and upload a copy or a letter from their employer indicating that a conversation has taken place, which will satisfy the MCNZ requirements. The College also recognises that there may be sensitive information included in these conversations, and therefore a confirmation that the conversation has taken place is adequate evidence. Please retain a copy of the conversation should the MCNZ require further documentation.

### 5.2 Cultural Safety and Health Equity

The MCNZ requires cultural safety and health equity activities be embedded within Members CPD activities. This includes other core elements of the CPD program including the annual structured conversation and professional development plan.

Medical colleges can determine what it means for a member to have successfully embedded a cultural safety and health equity lens across their recertification activities. New Zealand based members can indicate the CPD activities they undertake which may include these elements by using the cultural competency form in the CPD ePortfolio. Please note the CPD activity does not wholly need to focus on cultural safety and/or health equity.

Figure 2. Screenshot showing CPD ePortfolio dashboard highlighting structured conversation and cultural safety activities

Documents Content Overview of CPD Requirements Reports All events

Dashboard

**Events - Quick Links**

- CPD Activity Entry**  
Create for any type of CPD event.
- Revalidation and CPD Reflection Note**  
Create for a more detailed reflection on an unplanned or informal learning experience.
- PDP CPD**  
Create a professional development plan with goals for your CPD.
- CPD Break in Practice Request**  
Create a break in practice request form for extended illness, parental leave and other extenuating circumstances.
- Multi-Source Feedback (MSF) Tool**  
Create the RANZCR MSF tool or to upload a workplace-based completed MSF tool.
- Contact the College Form**  
Create a 'Contact the College' form to be sent directly to the RANZCR CPD staff.

To view all your existing events, go to *Timeline*.  
To view all available events, click the + button in the top right of the page.

**Create Other Events**

First, select who you want to create this for:

MySelf  Someone else

**Inbox**

**Overview of Goals**

Period: 2022

Measuring and Improving Outcomes	0
Reviewing Performance and Reflecting on Practice	0
Educational Activities	0
Total CPD hours	0%
Annual Conversation Requirement	0%
Cultural Competency Requirement	0%

**My Progress**

Total CPD Hours

CPD Category

Measuring and Improving Outcomes	0
Educational Activities	0
Reviewing	0

Want to help make Kaizen better?

## 6. BREAK IN PRACTICE

### 6.1 Pro Rata Guidelines for Members Taking Extended Leave

In the 2023 annual CPD cycle, members who are taking extended leave from practice and are unable to participate in CPD activities may be eligible for pro rata CPD hours. Members can request exemption in writing from CPD for special circumstances; such as parental leave, sick leave or other extenuating circumstances.

All requests for a pro rata CPD arrangement due to special circumstances can be made directly through the CPD ePortfolio using the 'CPD break in practice request' form on the CPD dashboard or can be emailed to [members@ranzcr.edu.au](mailto:members@ranzcr.edu.au) with the following details included:

- The reason for requesting pro rata arrangement (for example, parental leave or sick leave)
- The start and if known, the finish date of the period for which a pro rata arrangement is being requested
- Any other information relevant to the decision-making process

If a pro rata arrangement is granted by the College, an adjusted number of CPD hours the member needs to accrue will be displayed on the dashboard for that year.

The College has discretion to grant a pro rata arrangement for up to one year of extended leave. Requests for a pro rata arrangement for more than one year of leave will need to be approved by the Faculty of Radiation Oncology Professional Practice Committee.

Members taking more than one year of extended leave should also refer to the RANZCR Radiation Oncology Recency of Practice Guidelines available on the RANZCR website at: <https://www.ranzcr.com/college/document-library/recency-of-practice-guidelines-for-radiation-oncology>

Further information regarding recency of practice and returning to practice after extended leave is also available on the AHPRA website at: <http://www.medicalboard.gov.au/> and the MCNZ website at: <https://www.mcnz.org.nz/>.

The following criteria for pro-rata CPD hours also apply to any exemption request:

- A pro rata arrangement can be applied for in cases where a minimum of three (3) months and up to one (1) year of extended leave is taken
- Pro rata CPD hours are calculated at a reduction of 4 hours per month of leave with a maximum pro rata arrangement of 50 hours (if granted 1-year exemption from CPD)
- If the leave taken is over 2 calendar years, then the hours can be split over two years, for example, if leave is taken from November 2023-April 2024, then hours can be split as follows: 8 hours in 2023 and 16 hours in 2024

For more information on how CPD pro-rata hours will be calculated, please refer to the [CPD Frequently Asked Questions \(FAQ's\)](#) document which can be downloaded from CPD ePortfolio or College website - <http://www.ranzcr.com/fellows/general/cpd-overview>

Pro rata calculation breakdown:

<b>Amount of Leave</b>	<b>CPD Hours to be completed</b>
3 months	<b>38</b>
4 months	<b>34</b>
5 months	<b>30</b>
6 months	<b>26</b>
7 months	<b>22</b>
8 months	<b>18</b>
9 months	<b>14</b>
10 months	<b>10</b>
11 months	<b>6</b>
12 months	<b>0</b>

## 7. ANNUAL RANZCR CPD RANDOM AUDIT

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Each year an audit of CPD compliance will be completed on a random sample of members. The sample size will be 7% of the total Faculty membership. Members selected for an audit will be contacted by College staff to advise of their selection for the audit. Should College staff be unable to verify sufficient evidence in the CPD ePortfolio, members will be given advice as to how to become compliant.

The definition and consequences of non-compliance can be found in sections 3.2 and 3.5 of the CPD Compliance Policy. This Policy is available on the RANZCR website at: <https://www.ranzcr.com/search/ranzcr-cpd-compliance-policy>

There are several documents to assist members should they be randomly selected for audit:

- This CPD handbook, including a list of the accepted evidence documents. Note this is also included when entering a CPD activity in the ePortfolio
- A checklist to assist in compiling evidence documents
- Instructions on how to upload documents to the CPD ePortfolio

The above documents can be downloaded from CPD ePortfolio and will also be sent to members randomly selected for audit. Should any member wish to discuss this further or apply for an exemption and future re-audit due to unusual circumstances it is advised that they contact the CPD team at the College once they receive notice of having been selected for audit via email [cpd@ranzcr.edu.au](mailto:cpd@ranzcr.edu.au) or phone +61 2 9268 9737 or +61 2 9268 9703.

## 8. CPD DOCUMENTS AND RECORDING ACTIVITIES

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### 8.1 Retaining CPD Documents and Evidence for CPD Activities

The Medical Council of New Zealand and the Medical Board of Australia regularly audit medical practitioners. Every Fellow, Educational Affiliate or CPD Participant must retain their CPD documentation and evidence to cover the annual random audit.

**Please note: a CPD activity entry form can be submitted, and hours accrued even if evidence is not attached.** Evidence for activities can be added at a later date and should be retained. However, if a Member is selected for random audit by the College, they will need to have adequate evidence to substantiate the minimum requirements that make up the CPD program.

Past CPD Triennium data has been retained by the College and can be provided to a member if required. Please email [CPD@ranzcr.edu.au](mailto:CPD@ranzcr.edu.au) if you require copies of your CPD documents from past trienniums.

### 8.2 Annual Submissions of CPD Activities

Fellows, Educational Affiliates and CPD participants are required to submit their CPD activities on an annual basis into the CPD ePortfolio. It is recommended that members are periodically entering their CPD, to ensure that program requirements are met in a timely manner. **Members are strongly encouraged to have completed their CPD requirements by 31 December, to ensure they are ready to commence the next annual cycle from January the following year.**

At the very latest, the deadline for submission of CPD activities is 31 January the following year, no further extensions will be available. For example, 2023 CPD activities must be submitted by 31 January 2024.

CPD activities can be recorded, and evidence attached in the CPD ePortfolio as they are completed.

## 9. CONTINUING PROFESSIONAL DEVELOPMENT CATEGORIES

Educational Activities		
<p><b>Learning</b></p> <ul style="list-style-type: none"> <li>• Self-directed learning – journal reading and web-based no certificate <i>*reflection required</i></li> <li>• Web-based learning with certificate</li> <li>• Formal post graduate study</li> <li>• Post RANZCR Fellowship training</li> </ul> <p><b>Conferences and Meetings</b></p> <ul style="list-style-type: none"> <li>• Conference attendance</li> <li>• In house educational or clinical meetings</li> <li>• Medical professional courses</li> <li>• Practical skills workshops</li> <li>• ASM principal scientific convenor</li> <li>• ASM co-convenor</li> <li>• Reviewer of abstract for the ASM</li> <li>• Member of an ASM organising committee</li> <li>• Session convenor for the ASM</li> <li>• Principal scientific convenor of a meeting (other than an ASM)</li> <li>• Co-convenor of a meeting (other than an ASM)</li> <li>• Member of an organising committee (other than an ASM)</li> <li>• Reviewer of an abstract for a meeting (other than an ASM)</li> <li>• Session convenor/ for a meeting (other than an ASM)</li> </ul>	<p><b>Professional and Clinical Governance</b></p> <ul style="list-style-type: none"> <li>• Cultural competency activities</li> <li>• Risk management activities</li> <li>• Practice accreditation activities – assessor</li> <li>• Practice accreditation activities – assessee</li> <li>• International development</li> <li>• Professional practice management</li> </ul> <p><b>Teaching, Training and Supervision</b></p> <ul style="list-style-type: none"> <li>• Teaching</li> <li>• Supervision and/or assessment of trainees</li> <li>• Supervision of research students</li> <li>• Supervision and/or assessment of IMGs</li> <li>• RANZCR examiner</li> <li>• Undergraduate or postgraduate examiner</li> <li>• Formal exam question development</li> <li>• Director of training/training network director</li> </ul> <p><b>Publications and Presentations</b></p> <ul style="list-style-type: none"> <li>• First author in publications</li> <li>• Second or latter author in publications</li> <li>• Editorial/book review/ invited expert article/non-peer reviewed articles</li> <li>• Member of Editorial Board</li> <li>• Editor of Journal</li> <li>• First author of book</li> <li>• Second or latter author of book</li> <li>• First author of a chapter</li> <li>• Second or latter author of chapter</li> </ul>	<p><b>Publications/Presentations cont.</b></p> <ul style="list-style-type: none"> <li>• Editor of book</li> <li>• Keynote/plenary speaker at a conference</li> <li>• Proffered oral or poster presentation</li> <li>• Invited lecturer at conference/meeting</li> <li>• Formal presentations at in house or local meetings</li> <li>• Session chair/panel member at a conference/meeting</li> <li>• Small group practical instructor at conference/meeting</li> </ul> <p><b>Research</b></p> <ul style="list-style-type: none"> <li>• Principal or lead investigator in research</li> <li>• Co-investigator in research</li> <li>• Principal Investigator of Research Grant Application</li> <li>• Associate Investigator of Research Grant Application</li> <li>• Reviewer of research grant application</li> <li>• Research sabbatical</li> <li>• Clinical Trial Patient Recruitment</li> <li>• Clinical Trial Quality Assurance</li> </ul> <p><b>Miscellaneous Activities</b></p> <ul style="list-style-type: none"> <li>• Executive coaching program participation</li> <li>• Mentoring program participation</li> <li>• Participation in clinical guideline development</li> <li>• Preparing patient education materials</li> <li>• Supervised practice attachments</li> </ul>

## Reviewing Performance and Reflecting on Practice

<ul style="list-style-type: none"> <li>• Participation in RANZCR Governance</li> <li>• Participation in other clinical governance activities</li> <li>• International governance</li> <li>• Reflective diary</li> <li>• Annual conversation with peer/colleague/employer</li> <li>• Professional development plan (PDP)</li> </ul>	<ul style="list-style-type: none"> <li>• Multi-source feedback (MSF)</li> <li>• Peer Review Meetings</li> <li>• Evaluation of Performance – assessor/assessee</li> <li>• Multidisciplinary team (MDT) meetings</li> <li>• Cultural safety (reflection)</li> <li>• Survey of patient experience or similar</li> <li>• Workplace performance appraisal</li> </ul>	<ul style="list-style-type: none"> <li>• Medical services survey/review</li> <li>• Accrediting/auditing practices, hospitals, training sites</li> <li>• Medico legal work (report, expert witness)</li> <li>• Executive coaching program participation</li> <li>• Mentoring program participation</li> <li>• Supervised practice attachments</li> <li>• Formal Peer Review of Manuscript</li> </ul>
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## Measuring and Improving Outcomes

<ul style="list-style-type: none"> <li>• Audit</li> <li>• Multidisciplinary team (MDT) meetings</li> <li>• Database logbook</li> <li>• Root Cause Analysis (RCA) activities</li> </ul>	<ul style="list-style-type: none"> <li>• Incident reports (including assessing incident reports)</li> <li>• Quality Improvement projects</li> <li>• M&amp;M meetings and case conference</li> </ul>	<ul style="list-style-type: none"> <li>• Contribution to activities related to healthcare outcomes</li> <li>• Survey of patient experience or similar</li> </ul>
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## 9.1 Educational Activities

The following examples are not exhaustive. Members can enter activities outside these examples and can contact the College staff if further clarification is sought.

Learning	
Self-directed learning – journal reading and web-based learning where no certificate is given - *** <i>Self-reflection required</i>	
Definition	Reading of peer reviewed journals.
Examples	<ul style="list-style-type: none"> <li>• JMIRO</li> <li>• Journal of Clinical Oncology</li> <li>• Radiotherapy and oncology</li> <li>• International Journal of Radiation Oncology Biology Physics</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• List of journal articles read included in event entry form in CPD ePortfolio and reflection</li> </ul>
Web-based learning	
Definition	Undertaking web-based CPD activities including e-learning modules and podcasts
Examples	<ul style="list-style-type: none"> <li>• RANZCR ASM recorded presentations (RANZCR webcast library)</li> <li>• ESTRO e-learning</li> <li>• ASTRO online learning</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Certificate of completion</li> <li>• List of the titles and completion dates of web-based CPD activities with reflection if no certificate of completion available</li> </ul>
Formal post graduate study	
Definition	Study as part of a recognised University or Medical College or Professional society administered course leading to a formal qualification (Degree, Diploma and/or Certificate).
Examples	<ul style="list-style-type: none"> <li>• PhD</li> <li>• Master of Public Health Administration</li> <li>• Masters of Epidemiology</li> <li>• Master of Clinical Trials Research</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Written confirmation of enrollment from institution</li> <li>• Certificate of completion</li> </ul>

Post RANZCR Fellowship training	
Definition	Training undertaken by a participant after attaining RANZCR Fellowship in order to broaden knowledge and skills in a particular area of clinical practice.
Examples	<ul style="list-style-type: none"> <li>• Brachytherapy Fellowship</li> <li>• SBRT Fellowship</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Written confirmation from organisation</li> <li>• Certificate of completion</li> </ul>
Conferences and Meetings	
Conference attendance	
Definition	Attendance at meetings, conferences and courses that are relevant to your clinical and academic practice and may also include general or specialty medical knowledge relevant to practice as a Radiation Oncologist.
Examples	<p>Including but not limited to:</p> <ul style="list-style-type: none"> <li>• RANZCR ASM, FROGG workshop, ESTRO, ASTRO</li> <li>• NSW Radiotherapy Club</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Certificate of attendance</li> <li>• Written confirmation of attendance from meeting organisers</li> </ul>
In-house educational or clinical meetings	
Definition	Attendance at organisation or practice convened educational or clinical meetings.
Examples	<ul style="list-style-type: none"> <li>• Radiation Oncology meetings; Journal Clubs; Interesting case meetings; Grand Rounds</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Certificate of attendance</li> <li>• Written confirmation of attendance from meeting organisers or department head</li> </ul>
Medical professional courses	
Definition	Attendance at professional development courses.
Examples	<ul style="list-style-type: none"> <li>• Communication courses</li> <li>• management courses</li> <li>• teaching skills courses</li> <li>• Conflict resolution courses</li> <li>• Leadership skills courses</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Certificate of attendance</li> <li>• Written confirmation of attendance from meeting organisers</li> </ul>

Practical skills workshops	
Definition	Small group interactive workshop designed to impart a particular manual or interpretative skill via hands-on training. Participants actively practice the skill during at least some of the workshop time with one-on-one supervision and instruction.
Examples	<ul style="list-style-type: none"> <li>• Resuscitation, Advance Life Support and CPR courses</li> <li>• Contouring workshop</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Certificate of attendance</li> <li>• Written confirmation of attendance from Workshop organisers</li> </ul>
ASM principal scientific convenor	
Definition	Principal Scientific Convenor for the RANZCR ASM.
Examples of evidence	<ul style="list-style-type: none"> <li>• Will be internally verified by RANZCR</li> </ul>
ASM co-convenor	
Definition	Co-Convenor for the RANZCR ASM.
Examples of evidence	<ul style="list-style-type: none"> <li>• Will be internally verified by RANZCR</li> </ul>
Reviewer of abstract for the ASM	
Definition	Reviewer of abstracts submitted for presentation at the ASM.
Examples of evidence	<ul style="list-style-type: none"> <li>• Will be internally verified by RANZCR</li> </ul>
Member of ASM Organising Committee	
Definition	Member of the Organising Committee for the RANZCR ASM.
Examples of evidence	<ul style="list-style-type: none"> <li>• Will be internally verified by RANZCR</li> </ul>
Session convenor for the ASM	
Definition	Session convenor for the RANZCR ASM. Hours can only be claimed for the year of the ASM.
Examples of evidence	<ul style="list-style-type: none"> <li>• Will be internally verified by RANZCR</li> </ul>
Principal scientific convenor of a meeting (other than ASM)	
Definition	Principal Convenor of a scientific or educational conference or meeting organised by a professional medical organisation, healthcare institution, research group or educational body.
Examples of evidence	<ul style="list-style-type: none"> <li>• Program confirming role as Convenor</li> <li>• Written confirmation from the meeting organisers</li> </ul>

<b>Co-convenor of a meeting (other than ASM)</b>	
Definition	Co-Convenor of a scientific or educational conference or meeting organised by a professional medical organisation, healthcare institution, research group or educational body.
Examples of evidence	<ul style="list-style-type: none"> <li>• Program confirming role as co-convenor</li> <li>• Written confirmation from the meeting organisers</li> </ul>
<b>Member of an organising committee (other than an ASM)</b>	
Definition	Member of the Organising Committee for meetings and conferences.
Examples of evidence	<ul style="list-style-type: none"> <li>• Program confirming role on Organising Committee</li> <li>• Written confirmation from the meeting organisers</li> </ul>
<b>Reviewer of an abstract for a meeting (other than an ASM)</b>	
Definition	Reviewer of abstracts for meetings and conferences.
Examples of evidence	<ul style="list-style-type: none"> <li>• Written confirmation from the meeting organisers</li> </ul>
<b>Session convenor for a meeting (other than an ASM)</b>	
Definition	Convenor of a session at a scientific or educational conference, organised by a professional medical organisation, healthcare institution, research group or educational body. Hours can only be claimed for the year of the meeting.
Examples of evidence	<ul style="list-style-type: none"> <li>• Program confirming role as session convenor</li> <li>• Written confirmation from the meeting organisers</li> </ul>
<b>Professional and Clinical governance</b>	
<b>Cultural competency activities</b>	
Definition	Attendance at cultural safety courses or participation in cultural competence activities.
Examples	<ul style="list-style-type: none"> <li>• Treaty of Waitangi course (NZ)</li> <li>• Māori language course</li> <li>• Centre for Cultural Competence Australia courses</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Certificate of attendance</li> <li>• Written confirmation from the organisers</li> </ul>

Risk Management activities	
Definition	Attendance at risk management courses and seminars and participation in risk minimisation activities (institution or practice based).
Examples	<ul style="list-style-type: none"> <li>• Medical indemnity organisations</li> <li>• Risk management seminar run by a Medical Defence Organisation</li> <li>• Hospital department risk minimization team</li> <li>• Workplace Health and Safety (WHS activities)</li> <li>• ROSIS workshop (Radiation Oncology Safety Information System Workshop)</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Certificate of attendance</li> <li>• Written confirmation from the organisers</li> </ul>
Practice accreditation activities – assessor	
Definition	Acting as an assessor on behalf of an organisation enrolled in a recognised accreditation program.
Examples	<ul style="list-style-type: none"> <li>• Hospital accreditation; AMC accreditation</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Written confirmation from organiser of accreditation program</li> </ul>
Practice accreditation activities – assessee	
Definition	Acting as assessee on behalf of an organisation enrolled in a recognised accreditation program.
Examples	<ul style="list-style-type: none"> <li>• Hospital accreditation; AMC accreditation</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Notice of Assessment</li> <li>• Written confirmation from hours or accreditation program</li> </ul>
International development	
Definition	Active contribution of time to activities assisting development of Radiation Oncology in a country other than Australia/New Zealand/Singapore.
Examples	<ul style="list-style-type: none"> <li>• Volunteering for an overseas organisation</li> <li>• Providing education to medical staff in a developing country</li> <li>• Involvement in APROSIG activities</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Written confirmation from organisers</li> <li>• Certificate of thanks</li> <li>• Correspondence regarding organisation of activities</li> </ul>

<b>Professional practice management</b>	
Definition	Active involvement in practice or department management.
Examples	<ul style="list-style-type: none"> <li>• Staff appraisal meetings; Staff training</li> <li>• Operational planning meetings</li> <li>• Equipment compliance; Workplace Health and Safety meetings</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Written confirmation from Head of Department or Manager (or similar)</li> </ul>
<b>Teaching, Training and Supervision</b>	
<b>Teaching</b>	
Definition	Delivery of lectures or tutorials to trainees as part of the training program of RANZCR or other vocational colleges, undergraduate or postgraduate students in medicine, nursing or allied health disciplines of a recognised tertiary institutional education program.
Examples of evidence	<ul style="list-style-type: none"> <li>• Teaching timetable</li> <li>• Written confirmation from organisation (confirming duration and frequency of teaching sessions)</li> </ul>
<b>Supervision and/or assessment of trainees</b>	
Definition	Supervision and assessment of RANZCR trainees at the participant's institution.
Examples	<ul style="list-style-type: none"> <li>• Supervision of trainees; supervision of trainee research project</li> <li>• Assessment of trainees (e.g. mini CEX)</li> <li>• Mock exams</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Written confirmation from the Director of Training (confirming duration and frequency of supervision and assessment activities)</li> </ul>
<b>Supervision of research students</b>	
Definition	Supervision of research students enrolled in an undergraduate or postgraduate degree or acting as a RANZCR research mentor.
Examples of evidence	<ul style="list-style-type: none"> <li>• Written confirmation from the institution</li> <li>• Official documentation (e.g. enrolment notice) confirming role as supervisor of a research student.</li> </ul>
<b>Supervision and/or assessment of IMGs</b>	
Definition	Supervision and assessment of an International Medical Graduate who has need for further training or supervision identified by the AMC/RANZCR pathway, the Area of Need pathway or by the MCNZ.
Examples of evidence	<ul style="list-style-type: none"> <li>• Written confirmation from the organisation</li> </ul>

<b>RANZCR examiner</b>	
Definition	College examiner or marker for RANZCR Phase 1 or Phase 2 exams.
Examples of evidence	<ul style="list-style-type: none"> <li>• Will be internally verified by RANZCR</li> </ul>
<b>Undergraduate or postgraduate examiner</b>	
Definition	Examiner of undergraduate or postgraduate university students or students from other medical colleges.
Examples of evidence	<ul style="list-style-type: none"> <li>• Written confirmation from the institution</li> </ul>
<b>Formal exam question development</b>	
Definition	Formal submission of multiple-choice questions (MCQs) and exam questions for RANZCR, University or other Specialist Medical College exams.
Examples of evidence	<ul style="list-style-type: none"> <li>• Written confirmation from organisation</li> </ul>
<b>Director of Training/Training network director</b>	
Definition	<p>The Director of Training has overall responsibility for the structure and quality of training in a hospital or Department, in line with the College policies and the specific arrangements within their training network, and for providing trainees with information and feedback on their progress.</p> <p>The Training Network Director will be a Radiation Oncologist who is not a supervisor of training and preferably not the Director of Department/Service Director. The role of the TND is to provide coordination and leadership to the network and a central point of contact to the College and health jurisdictions regarding training delivery matters in that network.</p>
Note	Only the hours spent working as a Director of Training or a Training Network Director can be claimed under this category, those hours spent teaching, supervising or assessing trainees should be claimed in the relevant categories.
Examples of evidence	<ul style="list-style-type: none"> <li>• Will be internally verified by RANZCR</li> <li>• Written confirmation from organisation</li> </ul>
<b>Publications and Presentations</b>	
<b>First author in publications</b>	
Definition	First author of an article. To be claimed either for the year the article was accepted for publication or the year of publication.
Examples of evidence	<ul style="list-style-type: none"> <li>• Electronic citation</li> <li>• Copy of article</li> <li>• Written confirmation from publisher of acceptance of article</li> </ul>

Second or latter author in publications	
Definition	Second or latter author of an article. To be claimed either for the year the article was accepted for publication or the year of publication.
Examples of evidence	<ul style="list-style-type: none"> <li>• Electronic citation</li> <li>• Copy of article</li> <li>• Written confirmation from publisher of acceptance of article</li> </ul>
Editorial/book review/invited expert article/non-peer reviewed articles	
Definition	Author of an editorial, book review or invited expert article. be claimed either for the year the article was accepted for publication or the year of publication.
Examples of evidence	<ul style="list-style-type: none"> <li>• Electronic citation</li> <li>• Copy of article</li> <li>• Written confirmation from publisher of acceptance of article</li> </ul>
Member of editorial Board	
Definition	Member of the editorial board of a peer reviewed journal of scientific or educational content.
Examples	<ul style="list-style-type: none"> <li>• JMIRO editorial board</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Written confirmation from publisher or editor of journal</li> </ul>
Editor of Journal	
Definition	Editor or Deputy editor of a peer reviewed journal of scientific or educational content.
Examples of evidence	<ul style="list-style-type: none"> <li>• Written confirmation from the publisher</li> </ul>
First author of book	
Definition	First author of book.
Examples of evidence	<ul style="list-style-type: none"> <li>• Electronic citation</li> <li>• Reprint</li> <li>• Written confirmation from publisher</li> </ul>
Second or latter author of book	
Definition	Second or latter author of book
Examples of evidence	<ul style="list-style-type: none"> <li>• Electronic citation</li> <li>• Reprint</li> <li>• Written confirmation from publisher</li> </ul>

First author of a chapter	
Definition	First author of chapter. To be claimed for the year of publication.
Examples of evidence	<ul style="list-style-type: none"> <li>• Electronic citation</li> <li>• Reprint</li> <li>• Written confirmation from publisher</li> </ul>
Second or latter author of chapter	
Definition	Second or latter author of chapter. To be claimed for the year of publication
Examples of evidence	<ul style="list-style-type: none"> <li>• Electronic citation</li> <li>• Reprint</li> <li>• Written confirmation from publisher</li> </ul>
Editor of book	
Definition	Editor of book.
Examples of evidence	<ul style="list-style-type: none"> <li>• Electronic citation</li> <li>• Reprint</li> <li>• Written confirmation from publisher</li> </ul>
Keynote/plenary speaker at a conference	
Definition	Plenary or keynote presentation at an international, national or state level meeting or conference. Can include a reasonable number of preparation hours.
Examples of evidence	<ul style="list-style-type: none"> <li>• Program</li> <li>• Published abstract</li> <li>• Written confirmation from meeting or conference organisers</li> </ul>
Proffered oral or poster presentation	
Definition	Proffered oral or poster presentation at an international, national or state level meeting or conference.
Examples of evidence	<ul style="list-style-type: none"> <li>• Program</li> <li>• Published abstract</li> <li>• Written confirmation from meeting or conference organisers</li> </ul>
Invited lecturer at conference/meeting	
Definition	Invited lecturer at an international, national or state level meeting or conference. CPD hours can be claimed for each lecture given at a meeting or conference. Can include a reasonable number of preparation hours.
Examples of evidence	<ul style="list-style-type: none"> <li>• Program</li> <li>• Published abstract</li> <li>• Written confirmation from meeting or conference organisers</li> </ul>

<b>Session chair/panel member at conference/meeting</b>	
Definition	Participation as a session chair or panel member at an international, national or state level meeting or conference.
Examples of evidence	<ul style="list-style-type: none"> <li>• Program</li> <li>• Published abstract</li> <li>• Written confirmation from meeting or conference organisers</li> </ul>
<b>Small group practical instructor at conference/meeting</b>	
Definition	Instructor of a small group of participants in a particular skill at a meeting or course.
Examples	<ul style="list-style-type: none"> <li>• Contouring course</li> <li>• Brachytherapy course</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Program</li> <li>• Written confirmation from meeting or conference organisers</li> </ul>
<b>Formal presentations at in-house or local meetings</b>	
Definition	Presentations at department, hospital and community group meetings. Can include a reasonable number of preparation hours.
Examples	<ul style="list-style-type: none"> <li>• Presentation to GPs</li> <li>• Presentation to a patient support group</li> <li>• Targeting Cancer Education Night</li> <li>• Presentation at a radiotherapy club meeting</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Program identifying speakers</li> <li>• Invitation to the meeting identifying speakers</li> <li>• Written confirmation from organisers</li> </ul>

<b>Research</b>	
<b>Principal or lead investigator in research</b>	
Definition	Principal or lead investigator of an active research organisation or institution approved research project. Can be claimed for each year of involvement in an active project.
Examples of evidence	<ul style="list-style-type: none"> <li>• Written confirmation from research organisation, granting body or ethics committee.</li> </ul>
<b>Co-investigator in research</b>	
Definition	Co-investigator of an active research organisation or institution approved research project. Can be claimed for each year of involvement in an active project.
Examples of evidence	<ul style="list-style-type: none"> <li>• Written confirmation from research organisation, granting body or ethics committee.</li> </ul>

Principal Investigator of Research Grant Application	
Definition	Principal investigator of a research grant application
Examples of evidence	<ul style="list-style-type: none"> <li>Written confirmation from research organisation or granting body.</li> </ul>
Associate Investigator of Research Grant Application	
Definition	Associate Investigator of research grant application
Examples of evidence	<ul style="list-style-type: none"> <li>Written confirmation from research organisation or granting body.</li> </ul>
Reviewer of research grant application	
Definition	Reviewer of a research grant application
Examples	<ul style="list-style-type: none"> <li>RANZCR Research Grant reviewer</li> <li>Cancer Australia</li> <li>National Health and Medical Research Council (NHMRC)</li> <li>Cancer Councils</li> <li>Cancer Society NZ</li> <li>Genesis Oncology Trust NZ</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>Written confirmation from research organisation or granting body.</li> </ul>
Research sabbatical	
Definition	Extended leave of absence from normal duties approved by departmental or practice Head and taken by a participant to undertake research focused learning activities with defined educational goal and study plan that does not lead to a formal academic or professional qualification.
Examples of evidence	<ul style="list-style-type: none"> <li>Written confirmation from organisation</li> <li>Certification of completion</li> <li>Sabbatical report</li> </ul>
Clinical Trial Patient Recruitment	
Definition	Recruitment of patients to research organisation or institution approved clinical trials.
Examples of evidence	<ul style="list-style-type: none"> <li>Written confirmation from central study coordinator, site data manager or research organisation</li> </ul>
Clinical Trial Quality Assurance	
Definition	Quality assurance activities for research organisation or institution approved research projects.
Examples	<ul style="list-style-type: none"> <li>Radiotherapy technical review</li> <li>Data audit</li> </ul>
Examples of evidence	Written confirmation from the clinical trial center or research organisation.

<b>Miscellaneous Activities</b>	
<b>Executive coaching program participation</b>	
Definition	Participation in executive coaching program
Examples	<ul style="list-style-type: none"> <li>• RANZCR/ESTRO Leadership course</li> <li>• Professional coaching courses</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Certificate of attendance</li> <li>• Written confirmation from endorsing organisation</li> </ul>
<b>Mentoring Program Participation</b>	
Definition	Participation in formal college/organisation endorsed mentorship program as either a mentor or mentee
Examples	<ul style="list-style-type: none"> <li>• RANZCR mentoring program</li> <li>• Other mentoring programs</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Certification of participation</li> <li>• Written confirmation from endorsing organisation/ college/ mentor</li> </ul>
<b>Participation in clinical guideline development</b>	
Definition	Participation in development of clinical practice protocols or guidelines
Examples	<ul style="list-style-type: none"> <li>• EviQ</li> <li>• Cancer Council</li> <li>• Cancer Australia</li> <li>• Cancer Society New Zealand</li> <li>• Tumor standards groups</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Written confirmation from publisher/ endorsing organisation</li> <li>• Abstract/ publication demonstrating authorship</li> </ul>
<b>Preparing patient education materials</b>	
Definition	Participation in development/ preparation of educational materials targeting patients or consumers
Examples	<ul style="list-style-type: none"> <li>• EviQ</li> <li>• Cancer Council</li> <li>• Cancer Australia</li> <li>• Cancer Society New Zealand</li> <li>• In-house patient educational materials</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Written confirmation from publisher/ endorsing organisation</li> <li>• Abstract/ publication demonstrating authorship</li> </ul>

Supervised practice attachments	
Definition	Upskilling in a new or specialised scope of practice under the guidance and supervision of approved supervisors.
Note	Member doing the attachment as well as supervisor can claim under this category
Examples	<ul style="list-style-type: none"> <li>• Brachytherapy</li> <li>• Stereotactic techniques</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Log of supervised practice activities endorsed by supervisor</li> <li>• For supervisor: Written confirmation of participation in supervised practice program from manager</li> </ul>

## 9.2 Reviewing Performance and Reflecting on Practice

The following examples are not exhaustive. Members can enter activities outside these examples and can contact the College staff if further clarification is sought.

A Multi Source Feedback (MSF) tool is available through the CPD ePortfolio should a Fellow, Educational Affiliate or CPD Participant require one. **MSF is an optional CPD activity.** MSF may be undertaken by members through their place of employment, using the College developed tools or through a commercial organisation sourced and funded by the member. If audited, evidence will be required for any MSF activity hours claimed.

If a member utilises the College's MSF tool, a minimum of 8 responses will be required in case of audit.

Figure 3. Screenshot showing CPD ePortfolio dashboard highlighting MSF tool

The screenshot displays the CPD ePortfolio dashboard. The top navigation bar includes 'Documents', 'Content', 'Overview of CPD Requirements', 'Reports', and 'All events'. The main content area is titled 'Dashboard' and is divided into several sections:

- Events - Quick Links:** Contains links for 'CPD Activity Entry', 'Revalidation and CPD Reflection Note', 'PDP CPD', 'CPD Break in Practice Request', 'Multi-Source Feedback (MSF) Tool' (highlighted with a red box), and 'Contact the College Form'.
- Overview of Goals:** Shows progress for 'Measuring and Improving Outcomes', 'Reviewing Performance and Reflecting on Practice', 'Educational Activities', and 'Total CPD hours' for the year 2022. It also shows requirements for 'Annual Conversation Requirement' and 'Cultural Competency Requirement'.
- My Progress:** A bar chart showing 'Total CPD Hours' for various 'CPD Category' items, all currently at 0 hours.
- Create Other Events:** A section for creating new events, with options for 'MySelf' or 'Someone else'.
- Inbox:** A section for managing messages.

Participation in RANZCR Governance	
Definition	Active participation in governance of RANZCR at federal, state or New Zealand branch level.
Examples	<ul style="list-style-type: none"> <li>• RANZCR Committees; Faculty of Radiation Oncology Council</li> <li>• RANZCR training site accreditation</li> <li>• Board of Directors</li> <li>• Working Groups</li> <li>• Executive member of FRO Special Interest Group</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Attendance at meetings will be verified internally by college staff</li> <li>• Attendance record in meeting Minutes</li> </ul>
Participation in other clinical governance activities	
Definition	Active contribution of time to institutional professional governance (either healthcare institutions or professional bodies).
Examples	<ul style="list-style-type: none"> <li>• Ethics Committee; Hospital Board; Hospital Management Committee</li> <li>• Credentialing Committee; Governance of professional bodies</li> <li>• Special Interest Group</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Certificate of attendance</li> <li>• Attendance record in meeting Minutes</li> <li>• Written confirmation of attendance/involvement from organisation</li> </ul>
International governance	
Definition	Active contribution of time to professional governance for an international society or organisation.
Examples	<ul style="list-style-type: none"> <li>• IAEA; ESTRO; ASTRO</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Written confirmation from organisers</li> <li>• Certificate of thanks</li> <li>• Correspondence regarding organisation of activities</li> </ul>

Reflective diary	
Definition	<p>Completion of a reflective diary either in hard copy or alternatively, members can use the Reflective Diary Note tool within the CPD ePortfolio. If using own tool, the following questions could be considered:</p> <p>*Please note this list is not exhaustive</p> <ul style="list-style-type: none"> <li>• What is the incident or case or activity?</li> <li>• What have I learned from the event/ activity that may enhance my practice?</li> <li>• How can I integrate what I have learned into my practice?</li> <li>• How will/has this integration enhance/enhanced my practice?</li> <li>• Will/Have I make/made changes to my practice?</li> <li>• How will/have I assess/assessed the changes to my practice (peer review, audit)?</li> <li>• If the changes have been implemented, have they worked? If not, why not?</li> <li>• Have I identified future learning needs based on what I have learned from this learning activity?</li> </ul>
Notes	Please note that all diary activities remain private and available only by the member
Examples of evidence	<ul style="list-style-type: none"> <li>• Record of usage (note, College staff do not see the detail included in a reflective diary)</li> <li>• Written confirmation from a peer confirming the existence of a reflective diary</li> </ul>
Annual conversation with peer/colleague/employer	
Definition	The intent of this activity is to reflect on development needs, goals for learning and professional activities and intentions for the next year.
Examples	<ul style="list-style-type: none"> <li>• MCNZ structured annual conversation requirement</li> </ul>
Example of evidence	<ul style="list-style-type: none"> <li>• Written confirmation from peer conducting appraisal, departmental head, manager or organisation</li> <li>• Completed structured conversation requirement in CPD ePortfolio.</li> </ul>

Professional Development Plan (PDP)	
Definition	A PDP is a planning document that can guide a doctor's future CPD and educational activities throughout their career. It ensures a focus on those activities that will provide most benefit to a particular doctor, based on identified development needs, the identification and integration of professional and personal (non-work) objectives.
Notes	<b>All members must complete a Professional Development Plan annually.</b> The Professional Development Plan template can be accessed via the CPD ePortfolio. RANZCR is aware that Members may choose to complete their own PDP through their employer. There is an option in CPD ePortfolio for members to indicate this.
Examples of evidence	<ul style="list-style-type: none"> <li>Professional Development Plan template completed in CPD ePortfolio</li> <li>Professional Development Plan completed with employer uploaded to CPD ePortfolio</li> <li>Confirmation letter from employer that PDP has been completed</li> </ul>
Multi-source feedback (MSF)	
Definition	Multi-Source Feedback (MSF) is an assessment of behaviour, interactions and skills by a number and variety of observers who have direct interaction with the doctor in the workplace. Assessors rate the doctor in a number of domains including teamwork, professionalism, empathy with patients and communication skills.
Notes	<ul style="list-style-type: none"> <li>Only the assessee can claim CPD hours for this activity, MSF feedback providers cannot claim CPD hours.</li> <li>The RANZCR MSF tool can be downloaded from the CPD ePortfolio or members can use MSF/360° review tools already in use in their practice or department.</li> <li>Members are asked not to submit sensitive or confidential information from completion of an MSF as evidence of this activity as this information is only for the member and the feedback provider.</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>Declaration confirming completion of activity (including name of member and feedback provider and time period completed in) to be uploaded in CPD ePortfolio.</li> </ul>

Peer Review Meetings	
Definition	Attendance at organisation or practice convened peer review meetings and activities.
Examples	<ul style="list-style-type: none"> <li>• Case Review Meetings</li> <li>• Weekly Plan Review Meetings</li> <li>• Chart Rounds</li> <li>• Peer Review Audit Tool</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• A certificate of attendance from the department head indicating the hours attended/ frequency of meeting</li> <li>• Peer Review Audit Tool Scoring Sheet for every case reviewed</li> </ul>
Evaluation of performance – assessor/assesse	
Definition	Active participation in formal review of performance of a Radiation Oncologist for a regulatory body or as part of an interview.
Examples	<ul style="list-style-type: none"> <li>• RANZCR international Medical Graduate assessment (Area of Need Assessor or Specialist Recognition)</li> <li>• Regular Practice Review</li> <li>• AHPRA review</li> <li>• MCNZ review</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Written confirmation from Medical Council/Medical Board or organisation</li> <li>• Written confirmation of role as MSF Feedback Provider from organisation</li> </ul>
Multi-disciplinary team meetings	
Definition	Multidisciplinary team meetings (MDTs/MDMs) include professionals from different disciplines to decide upon the best possible treatment plan for the patients based on the available scientific evidence. (See also MDT under Measuring Outcomes)
Examples	<ul style="list-style-type: none"> <li>• Tumour specific MDTs/MDMs</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Confirmation from Chair of the MDM of attendance record/frequency of meeting</li> <li>• Recorded log of meeting attendance</li> </ul>
Cultural Safety (reflection)	
Definition	<b>Cultural Safety</b> focuses on the patient experience to define and improve the quality of care. It involves Members reflecting on their own views and biases and how these could affect their decision-making and health outcomes for the patient.
Examples	<ul style="list-style-type: none"> <li>• Reflection on your interaction with a patient from an ethnic minority and any learning points from that event including avenues for improvement (See also Reflective Diary under Reviewing Performance and Reflecting on Practice)</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Reflective Diary entry in CPD ePortfolio</li> </ul>

Survey of patient experience or similar	
Definition	A patient experience survey or similar is a way of improving the quality of patient care, measuring the effectiveness of health care delivery and identifying and resolving potential problems.
Examples	<ul style="list-style-type: none"> <li>• Patient experience survey</li> <li>• User experience survey</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Confirmation of completion of survey from department/hospital</li> <li>• Survey report/summary</li> </ul>
Workplace performance appraisal	
Definition	Annual performance review with employer or peer, including 360-degree feedback processes
Examples	<ul style="list-style-type: none"> <li>• Performance appraisal</li> <li>• Annual review</li> <li>• 360-degree review</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Written confirmation of performance appraisal from peer conducting appraisal, departmental head, manager or organisation</li> <li>• Copy of performance appraisal</li> </ul>
Medical services survey/review	
Definition	A review and collection of data pertaining to the quality of a medical service
Examples	<ul style="list-style-type: none"> <li>• Patient satisfaction survey</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Copy of written review</li> <li>• Written confirmation of participation in the review by department or organisation</li> </ul>
Accrediting/auditing practices, hospitals, training sites	
Definition	Participation in formal accreditation process of health district, hospital or RANZCR training site/network
Examples	<ul style="list-style-type: none"> <li>• Member of RANZCR training site accreditation panel</li> <li>• Member of health district governance/accreditation committee</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Written confirmation from team leader/manager</li> </ul>

Medico-legal work (report, expert witness)	
Definition	Writing a report or providing evidence as a medical expert
Examples	<ul style="list-style-type: none"> <li>• Author of medico-legal report/Witness in the role of a medical expert in a legal case</li> <li>• Author of report for medical organisation/regulatory authority/insurer</li> <li>• Author of report for Accident Compensation Corporation (NZ)</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Formal correspondence confirming submission or receipt of evidence/ report</li> </ul>
Executive coaching program participation	
Definition	Participation in executive coaching program
Examples	<ul style="list-style-type: none"> <li>• RANZCR/ESTRO Leadership course</li> <li>• Professional coaching courses</li> <li>• Other leadership/coaching course</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Certificate of attendance</li> <li>• Written confirmation from endorsing organisation</li> </ul>
Mentoring Program Participation	
Definition	Participation in formal college/organisation endorsed mentorship program as either a mentor or mentee
Examples	<ul style="list-style-type: none"> <li>• RANZCR mentoring program</li> <li>• Other mentoring programs</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Certification of participation</li> <li>• Written confirmation from endorsing organisation/ college/ mentor</li> </ul>
Supervised practice attachments	
Definition	Upskilling in a new or specialised scope of practice under the guidance and supervision of approved supervisors.
Note	Member doing the attachment as well as supervisor can claim under this category
Examples	<ul style="list-style-type: none"> <li>• Brachytherapy</li> <li>• Stereotactic techniques</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Log of supervised practice activities endorsed by supervisor</li> <li>• For supervisor: Written confirmation of participation in supervised practice program from manager</li> </ul>

Formal Peer Review of Manuscript	
Definition	Formal review of manuscript of scientific or educational content submitted for publication in peer reviewed journal.
Examples of evidence	<ul style="list-style-type: none"> <li>Written confirmation from publisher or editor of journal</li> </ul>

### 9.3 Measuring and Improving Outcomes

The following examples are not exhaustive. Members can enter activities outside these examples and can contact the College staff if further clarification is sought.

Audit	
Definition	The purpose of an audit is to compare the particular aspect of practice to a reference standard.
Notes	<ul style="list-style-type: none"> <li>Members can use an audit tool to complete this activity. This may be a tool that is already in use in their practice or department.</li> <li>Members are asked not to submit sensitive or confidential information from completion of an audit as evidence of this activity.</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>Declaration confirming completion of activity and time period completed in) can be uploaded in the CPD ePortfolio.</li> <li>Audit report summary</li> </ul>
Database Log Look	
Definition	The database log book consists of a log or a list of all patients treated by a clinician over a calendar year. This log provides an indication of the types of cases being treated and should be used to identify any significant variances in practice from what is expected. While these variances may not necessarily indicate inappropriate practice, they may indicate the need for further investigation. This activity also provides members with an opportunity to reflect on their cases for the calendar year and be used as the basis for a clinical audit.
Notes	<ul style="list-style-type: none"> <li>Please complete your log book and upload as evidence in CPD ePortfolio</li> <li>Alternatively, a list of de-identified cases can be uploaded as evidence instead of a log book provided the required data includes the same information that would be recorded in a log book.</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>Database logbook (de-identified cases)</li> <li>Spreadsheet of de-identified cases</li> </ul>

Survey of patient experience or similar	
Definition	A patient experience survey or similar is a way of improving the quality of patient care, measuring the effectiveness of health care delivery, and identifying and resolving potential problems.
Examples	<ul style="list-style-type: none"> <li>• Patient experience survey</li> <li>• User experience survey</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Confirmation of completion of survey from department/hospital</li> <li>• Survey report/summary</li> </ul>
Multidisciplinary team meetings	
Definition	Multidisciplinary team meetings (MDTs/MDMs) include professionals from different disciplines to decide upon the best possible treatment plan for the patients based on the available scientific evidence. To qualify for this category, include multidisciplinary team meetings where outcomes of treatment were reviewed.
Examples	<ul style="list-style-type: none"> <li>• Tumour specific MDM- Post op review where preoperative radiation therapy was used.</li> <li>• Tumour specific MDM- Pathology from salvage surgery where radical RT was used</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Letter from Chair of MDM</li> <li>• Recorded log of meeting attendance</li> </ul>
Root cause analysis activities	
Definition	Root cause analysis (RCA) is the process of discovering the root causes of problems in order to identify appropriate solutions.
Examples	<ul style="list-style-type: none"> <li>• Root-cause analysis into patient treatment error</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Confirmation from manager</li> <li>• Documented RCA activity/deidentified notes</li> </ul>
Incident reporting (including assessing incident reports)	
Definition	Review of incidents reported at member's place of practice with a view to minimise future errors or potential for patient harm.
Examples	<ul style="list-style-type: none"> <li>• Departmental incident review meetings</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Letter from HOD/manager</li> </ul>

Quality improvement projects	
Definition	Quality improvement projects allow clinicians, working within a team, to identify an issue and implement interventions that can result in true improvements in quality of the Oncology service.
Examples	<ul style="list-style-type: none"> <li>• Quality Improvement committee member</li> <li>• Participation in RANZCR Quality Improvement Project</li> <li>• Participation in departmental quality improvement project</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Confirmation from Committee Chair/Supervisor/Manager</li> <li>• RANZCR committees and working groups can be verified internally by College staff.</li> </ul>
M&M meeting and case conference	
Definition	Participation in morbidity and mortality meeting to review patient outcomes and identify areas for improvement
Examples	<ul style="list-style-type: none"> <li>• M&amp;M meeting</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Confirmation from meeting Chair/supervisor/manager</li> <li>• Record log of attendance</li> </ul>
Contribution to activities related to health care outcomes	
Definition	Participation in activities relating to healthcare outcomes, such as Systematic reviews, surveys or reports
Examples	<ul style="list-style-type: none"> <li>• Systematic review publication</li> <li>• Healthcare survey</li> <li>• Reports on healthcare interventions and outcomes</li> </ul>
Examples of evidence	<ul style="list-style-type: none"> <li>• Citation</li> <li>• Preprint</li> <li>• Confirmation from supervisor/manager</li> </ul>

## 10. ACRONYMS

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<b>AHPRA</b>	<b>Australian Health Practitioners Regulation Agency</b>
<b>AMC</b>	<b>Australian Medical Council</b>
<b>ASM</b>	<b>Annual Scientific Meeting</b>
<b>ASTRO</b>	<b>American Society of Radiation Oncology</b>
<b>CanMEDS</b>	<b>Canadian Medical Education Directives for Specialists</b>
<b>CME</b>	<b>Continuing Medical Education</b>
<b>CPD</b>	<b>Continuing Professional Development</b>
<b>DoT</b>	<b>Director of Training</b>
<b>ESTRO</b>	<b>European Society for Radiotherapy and Oncology</b>
<b>FRANZCR</b>	<b>Fellowship of the Royal Australian and New Zealand College of Radiologists</b>
<b>FRO</b>	<b>Faculty of Radiation Oncology</b>
<b>FROGG</b>	<b>Faculty of Radiation Oncology Genito-Urinary Group</b>
<b>JMIRO</b>	<b>Journal of Medical Imaging and Radiation Oncology</b>
<b>MBA</b>	<b>Medical Board of Australia</b>
<b>MCNZ</b>	<b>Medical Council of New Zealand</b>
<b>NHMRC</b>	<b>National Health and Medical Research Council</b>
<b>ROSIS</b>	<b>Radiation Oncology Safety Information System</b>
<b>SBRT</b>	<b>Stereotactic Body Radiation Therapy</b>
<b>TND</b>	<b>Training Network Director</b>
<b>TROG</b>	<b>Trans-Tasman Radiation Oncology Group</b>